Workforce Central®
## Navigating My Timecard

KRONOS®

With Workforce Central, you can use the My Timecard widget to review your time entry data, make edits, and address or view exceptions within your timecard.

In this job aid, you will learn how to navigate the My Timecard widget.

Accessing the My Timecard widget

1 Access the log on page at

   https://accomack.kronos.net

2 Log in using your credentials.

3 If the My Timecard widget is in a secondary position, click the **gear** icon.

4 Click **Pop-out** to promote the secondary widget to a primary widget.
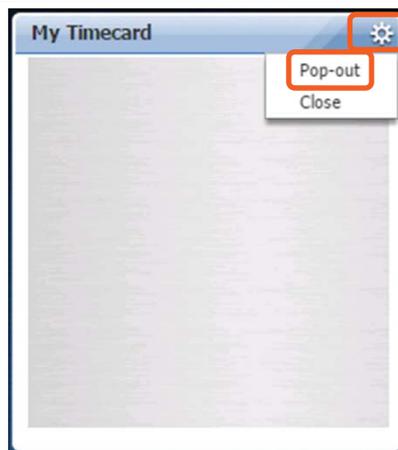
Note

- You can only make edits in the **My Timecard** widget when it is a primary widget.
- If the **My Timecard** widget is in the **Related Items** pane, click the link in the **Related Items** pane and the widget will open in a new workspace.

Navigating the My Timecard widget

| | A | Top section of My Timecard: View basic time data such as worked hours, shift totals, and scheduled hours. |

A Top section of My Timecard: View basic time data such as worked hours, shift totals, and scheduled hours.

B Approve Timecard: Approve or remove approval of your timecard.

E Print: Click to print timecard data to a printer.

F Refresh: Click to refresh data after timecard changes.

G Time period drop-down list: Select from a preconfigured list to view a specific time period.

H Minimize/Maximize: Click to expand the widget or restore it to its original size.

I Gear: Promote secondary widget or close and return to **Related Items** pane.

J Save: Click to save your changes.

K Totals: Sum of hours for each pay code line or the timecard total.

L Editable cells: You can enter daily durations in the timecard).

M Visual indicators: Alert you to items that need your attention or provide information. Hover over the indicator icon in the cell to view the indicator details.

N Bottom section of My Timecard: Includes daily timecard data related to the day selected in the top section of the widget.

O Daily Totals: Sum of hours for each day.

P Schedule: Shows work schedule time details.